



Timothy C. McDermott

Director

State Capitol

Des Moines, IA 50319

Phone: 515.281.8090

Email: timothy.mcdermott@legis.iowa.gov



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NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Legislative Intern. Applicants should submit a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. Applications will be reviewed as they are received.

The Legislative Services Agency (LSA) is a nonpartisan, central staff agency that supports the General Assembly by providing services with professionalism, objectivity, and integrity. Our staff of around 100 employees work across three divisions and multiple offices, each contributing unique expertise in support of Iowa's legislative process.

Legislative Intern

This part-time internship involves the delivery of confidential documents within the Legislative Services Agency and to legislators and legislative staff in a timely manner and providing administrative support in the Capitol Building. The internship provides the opportunity to work in the Capitol and view and learn about the legislative process from a nonpartisan, central staff agency perspective. The position requires a significant amount of walking, occasionally carrying a large volume of paper, and providing information to agency users. A legislative intern must demonstrate reliable attendance, be detail oriented, and have strong interpersonal skills. The internship is intended for college students pursuing a B.A. or B.S. degree.

The position begins on January 11, 2027, and will conclude in the last half of April unless the Iowa General Assembly adjourns sine die prior to that time.

Hourly wage is \$18.86. The work days are Monday through Thursday during regular business hours. Hours are negotiable; however, at least 16 hours per week is preferred with consistency in days of the week worked. Half-day hours may be possible. Partisan political activity and issue advocacy are prohibited.